



TEXAS
Health and Human
Services

Medicaid Administrative Claiming (MAC) Financial Overview

Independent School Districts

MAC Program

1. Federal Medicaid reimbursement for the costs of administrative activities performed in the school setting
2. Linking students to the appropriate Medicaid/health-related services
3. Separate from but complimentary to the School Health and Related Services (SHARS) program
4. Centers for Medicare & Medicaid Services administers the MAC program at the federal level and reimburses states for allowable outreach activity performed under the MAC program
5. Health and Human Services Commission (HHSC) is the single state Medicaid agency in Texas (responsible for the administration of the MAC program at the state level)



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MAC Activities

1. Activities that improve access to Medicaid coverage or improve the use of Medicaid covered services, including but not limited to:
2. Informing Medicaid-eligible and potentially Medicaid-eligible children and families about the benefits and availability of services provided by Medicaid (including preventive treatment and screening), including services provided through the Early and Periodic Screening, Diagnosis, and Treatment program
3. Assisting individuals or families to complete Medicaid eligibility applications
4. Scheduling or arranging transportation to Medicaid covered services
5. Providing translation services for the purpose of accessing Medicaid services
6. Developing strategies to assess or increase the capacity of school medical/dental/mental health programs
7. Arranging for any Medicaid covered service that may be required as a result of a specifically identified medical/dental/mental health condition

***Additional examples are available on the HHSC MAC website**



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Medicaid Outreach Examples: School Setting



- Working with school administration to determine what outreach activities the school is able to perform
- Distributing information about the Medicaid program and available benefits at parent-teacher association meetings, parent-teacher conferences, and athletic events
- Including Medicaid information and applications in report card envelopes and back-to-school packets sent home with students
- Adding health insurance questions to mandatory health forms
- Presenting enrollment information at workshops and seminars for school staff

MAC Participation Documents

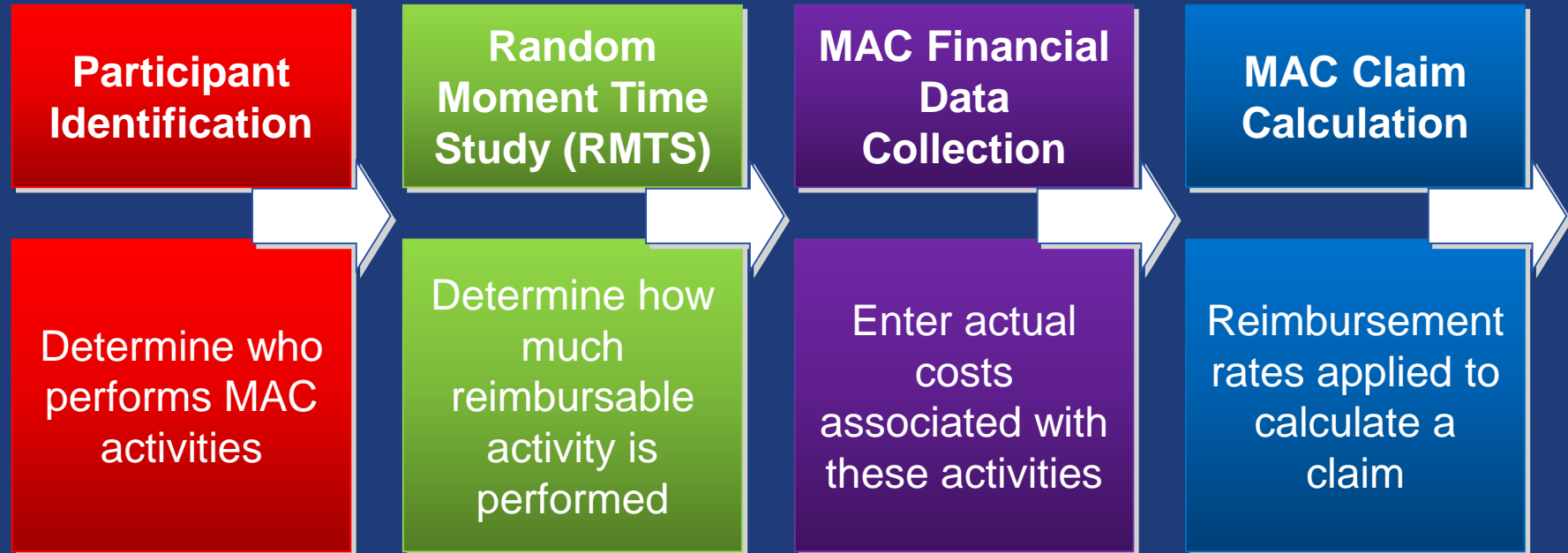


- Required for participation in MAC:
 - A contract executed with HHS
 - Data Use Agreement
 - Application for Texas Identification Number
 - Vendor Direct Deposit Form
 - Vendor Information Form
 - MAC Program Operating Plan (POP)
- First five documents must be emailed directly to the HHSC Medicaid/CHIP Division – Contract Compliance and Support Unit whereas the MAC POP must be emailed directly to the HHSC MAC Unit
- Contracting documents must be renewed every five years
- Documents and instructions are available on the HHSC MAC website

MUST use current forms



MAC Financial Quarterly Process



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Participant Identification & RMTS

- Eligible participants identified via the Participant List (PL)
 - Job Category
 - Direct Service and Administrative Providers (Cost Pool #1)
 - Administrative Services Provider Only (Cost Pool #2)
- Cannot report costs for categories and positions that were left off the PL in a given quarter
- Costs reported are “position-specific” not “person-specific”
 - Substitute – individual replacing a provider on leave
 - Direct replacement – individual hired to fill a vacant position
- If a district does not certify its PL for a given quarter, then that district will not be able to participate in the RMTS and will not be able to report its MAC Financials for that quarter

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HHSC MAC Website



<http://rad.hhs.texas.gov/medicaid-administrative-claiming/mac-independent-school-districts-isd>

- ☐ Examples of MAC Activities
- ☐ Frequently Asked Questions
- ☐ Important Notices
- ☐ MAC & SHARS Participation Report
- ☐ MAC Video Tutorial
- ☐ Participation Documents
- ☐ Timestudy Implementation Guide
- ☐ Training Materials

Contact Information



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